

OCHRM M83- 148

06 APR 1983

MEMORANDUM FOR: Chief, Benefits & Services Division, OP

THROUGH: Chief Nurse, Office of Medical Services

FROM: [REDACTED]
Chief, Human Resources Management Division, OC

SUBJECT: Request for Advanced Sick Leave -
[REDACTED] (C)

1. [REDACTED] a WG-09 Electronic Mechanic assigned to the Office of Communications was hospitalized for a period of three weeks. (C)

2. In view of the above, and with her supervisor's concurrence, it is requested that [REDACTED] be advanced 47 hours of sick leave to cover this absence. Her annual and sick leave balances as of 20 March 1983 were 28 hours and 73 respectively. (C)

Attachment:
Doctor's Certificate

RECOMMEND APPROVAL

Chief Nurse, Med. Staff

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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Approved For Release 2005/08/02 : CIA-RDP85-00375R000200090015-6

SUBJECT: Request for Advanced Sick Leave - [REDACTED] (C)

25X1

25X1 OC-HRMD/PAB/RDS [REDACTED] (5 April 1983)

Distribution:

Original & 1 - Addressee
1 - Chief Nurse
1 - OC-HRMD Subject
1 - OC-HRMD Chrono
1 - OC-HRMD/PAB Chrono
1 - OC/OL/IMC

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25X1

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Next 1 Page(s) In Document Exempt

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ROUTING AND TRANSMITTAL SLIP

Date

5 April 1983

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. C/PAB			
2. DC/BSD			
3. C/BSD			
4. CMO			
5. PAB (for mailing)			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

[redacted] Program Manager of the Opportunities for Career Development Program (OCDP), has requested a training plan for our OCDP trainee, [redacted] which would identify goals and objectives to be accomplished during the training period. Attached for your information is the requested training plan that I plan to forward to [redacted]

The first quarterly progress report on [redacted] will be due in the OCDP Panel by 14 May 1983.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg. 5E-69 Hqs.
[redacted] OCDP Supervisor	Phone No. [redacted]

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

*GPO : 1981 O - 341-529 (113)

5 April 1983

TRAINING PLAN

GOALS AND OBJECTIVES FOR OPPORTUNITIES FOR CAREER DEVELOPMENT PROGRAM TRAINEE

[REDACTED]

STAT

The major goal during the two years that [REDACTED] will be assigned to the Personal Affairs Branch, OP, as an Employee Benefits Assistant Trainee, will be to create the opportunity to enable her to receive the training necessary to become a competent, professional technician, able to process all types of claims under the Overseas Medical Program and the Federal Employees' Compensation Act. A secondary objective will be to assist her in becoming familiar with other areas in which a Personnel Assistant is expected to be able to function.

STAT

Early training will stress familiarization with the laws, regulations and available guidelines governing the processing of the claims. Initially, she will be given the less-complicated claims to handle herself, with full responsibility for setting-up, resolving, and processing to a satisfactory conclusion. She will also be taught the work associated with the clerical desk in order to provide better understanding of the whole system. As occasions arise within the Branch, she will be given instructions on other Personnel matters routinely handled by the Branch.

Concerning training of a more formal nature, [REDACTED] is scheduled to attend a class in Proofreading, and applications are in process for the Effective Employee, Leadership Styles and Behavior, and Counseling training courses. She will also accompany the more senior claims technicians on a personal visit to the Department of Labor for orientation and liaison purposes pertaining to Federal Employees' Compensation Act claims.

STAT

Since [REDACTED] reported for duty in PAB on 14 February 1983, the first quarterly progress report will be sent to the OCDP Panel by 14 May 1983.

STAT

A copy of this Training Plan has been given to [REDACTED]

STAT

STAT

[REDACTED]

OCDP Supervisor

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ROUTING AND RECORD SHEET

TO: (Officer designation, room number, and extension)

DATE: 10 MAR 1983

James N. Glerum
Director of Personnel
35F-58 Headquarters

EXTENSION

DATE

10 MAR 1983

25X1

TO: (Officer designation, room number, and extension)

DATE

OFFICER'S INITIALS

COMMENTS: Number each comment to show from whom to whom. Draw a line across column after each comment.

RECEIVED

FORWARDED

Deputy Director for
Administration

11 MAR 1983

25X1

14 MAR 1983

14 MAR 1983

3/15

ILLEGIB

C/PAB

USE PREVIOUS EDITIONS

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*THROUGHOUT
FOLDER*

6/24/98

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ROUTING AND RECORD SHEET

SUBJECT (Optional)

2010-03-10

85-0185

James N. Glerum
Director of Personnel
5E-53 Headquarters

EXTENSION

10 MAR 1983

25X1

Officer's designation, room number, and
building

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

Deputy Director for
Administration

11 MAR 1983

25X1

AD/OP 10

14 MAR 1983

AD/PS

14 MAR 1983

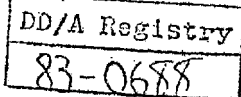
ILLEGIB

3/15

C/PAB

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10 MAR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: James N. Glerum
Director of PersonnelSUBJECT: Waiver of Erroneous Advance of Sick Leave -
[redacted]

1. It is requested that you approve the waiver of an erroneous advance of sick leave to [redacted] in the amount of 296 hours.

2. [redacted] a GS-11 Office of Communications employee, retired on disability on 23 February 1983. He was inflicted in September 1981 while stationed in [redacted] with a disease known as Lupus Erythematosus. This disease caused [redacted] to be hospitalized from that month until December 1982.

3. While in the hospital, [redacted] was erroneously advanced 536 hours of sick leave by [redacted]. Because Lupus affects an individual's mental processes and renders them medically impaired to varying degrees, [redacted] was unaware of this advance of sick leave. He subsequently was advanced 240 hours of sick leave by [redacted] thereby covering a portion of the [redacted] advance, and was placed in a Leave Without Pay status. Offsetting the 240 hours of advanced sick leave authorized from the 536 hours sick leave advanced by [redacted] leaves a balance of 296 hours of sick leave owed by [redacted].

4. Since he was mentally incapable of understanding the administrative aspects of the erroneous advance of sick leave and basically remains that way today, we believe that it would be in the interest of the U.S. Government to waive the erroneous sick leave advance. Attached is an opinion by the Office of General Counsel regarding the authority you may exercise in [redacted] case. Therefore, it is requested that you waive the 296 hours of sick leave erroneously advanced to [redacted].

5. For your information, [redacted] was ostensibly brought back to duty for one day on 5 February 1982 in order to resign [redacted]. He was

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25X1 erroneously placed on [redacted] for an additional 80 hours of duty (7 February - 20 February 1982) and erroneously overpaid for this additional 80 hours by them. He presently has an annual leave balance of 135 hours, 80 of which will be used to offset the erroneous payment for 80 hours, with the remaining 55 hours being paid to him in a lump sum balance.

[redacted]
James N. Glerum

25X1

Attachment

25X1 APPROVED:

[redacted]
Deputy Director for Administration

3-11-83
Date

Distribution:

- Original - Addressee
(Return Original to D/Pers)
1 - DDA
1 - D/Pers
1 - BSD

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OGC 83-01422

18 February 1983

25X1 MEMORANDUM FOR: [REDACTED]

OP/PAB

25X1 FROM: [REDACTED]

Office of General Counsel

25X1 THROUGH: [REDACTED]

Chief, Administrative Law Division

SUBJECT:

Advance of Sick Leave

1. This memorandum is in response to your request for guidance in the case of an Agency employee [REDACTED] 25X1
[REDACTED] who had used all of his sick leave and was then erroneously advanced 536 hours of sick leave. The 25X1
employee has 135 hours of available annual leave. [REDACTED] paragraph 3f, authorizes only 240 hours of advanced sick leave. The question asked is what amount paid for advanced sick leave must be refunded if the employee retires for disability. (C)

2. The Agency, pursuant to authority contained in Section 8 of the CIA Act of 1949, as amended, can set up its own leave system. Using this authority, the Agency has chosen, as a matter of policy, to adopt the leave system which is set up under Title 5 of the United States Code. Consequently, [REDACTED] which sets 25X1
forth Agency leave policy, is not mandated by statute, and provisions of this regulatory issuance can be waived by the DDA pursuant to authority contained in [REDACTED] Accordingly, if 25X1
appropriate justification is provided and if the DDA deems a waiver of the 240 hour limit to be in the interests of the United States, the advance of sick leave in excess of 240 hours could be deemed to have been proper and would not have to be charged 25X1
against annual leave under [REDACTED] paragraph 3f(3). The employee would then not have to refund payment for the 536 hours of properly advanced sick leave because of the exception 25X1
contained in [REDACTED] paragraph 3f(4), which applies inter alia to employees who retire for disability. (U)

C O N F I D E N T I A L

25X1

3. In the absence of a waiver by the DDA, the employee improperly advanced 296 hours of sick leave must offset the improperly advanced sick leave against available annual leave (135 hours). The remaining improperly advanced sick leave (161 hours) represents an overpayment which can be considered for waiver by the Agency under 5 U.S.C. 5584, and should be referred to the Overpayments Review Board pursuant to [REDACTED] The employee would not have to refund payment for the 240 hours of properly advanced sick leave because of the exception contained in [REDACTED] paragraph 3f(4). (U)

25X1

25X1

C O N F I D E N T I A L

- 2 -